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| POSITION DESCRIPTION, Form 30 - STATE<br>Commonwealth of Massachusetts   |                                       | POSITION CODE<br>20-Y13 |
| 1. POSITION TITLE<br>CHEMIST II  | AGENCY<br>Department of Public Health |                         |
| 2. APPROPRIATION CODE<br>4516-1000   | POSITION NUMBER<br>00056861           | SALARY                  |
| 3. GENERAL STATEMENT OF DUTIES:<br>Performs complex chemical and analysis of drugs. Operates, maintains and repairs complex laboratory instruments. Interprets test results. Performs related work as required.  |                                       |                         |
| 4. SUPERVISION RECEIVED:<br>Michael Lawler, Chemist III  |                                       |                         |
| 5A. DIRECT REPORTING STAFF   5B. THEIR STAFF   |                                       |                         |
| 6. DETAILED STATEMENT OF DUTIES:<br>Performs chemical identification of drugs using standard operating procedures to determine violations of harmful and narcotic drug laws for the courts and agencies of the Commonwealth. Performs chemical analysis of drug trafficking cases. Operates and maintains complex chemical instrumentation, microscopes and analytical balances, as well as interprets data from these instruments (gas chromatograph, mass spectrometer, fourier transformed infrared spectrophotometer, ultraviolet spectrophotometer, etc.) in order to carry out drug analysis. Trains other chemists in the operation, maintenance and repair of these instruments. Provides expert testimony in a court of law on matters relating to drug analysis. Works with evidence technicians in providing for security and integrity of samples and in issuing reports pertinent to the analysis of such samples. Develops and researches methods of analysis employed in the laboratory. Interprets test data and results. Maintains laboratory equipment by performing repairs and rebuilding equipment as needed. Develops new methods of testing and evaluating drugs and materials etc. and recommends alternative measures for working with new materials in order to improve analytical sensitivity and specificity. Maintains inventory of laboratory supplies and equipment by determining when such supplies, equipment and chemicals must be ordered and by writing purchase orders to maintain proper supply levels. Meets with manufacturer representatives to discuss price, availability, specifications and or standards of equipment and materials. |                                       |                         |
| 7. QUALIFICATIONS REQUIRED AT HIRE:<br>Knowledge of the principles and practices of general chemistry, analytical chemistry, organic chemistry, inorganic chemistry and physical chemistry. Knowledge of the proper methods used in the disposal of contaminated materials. Knowledge of the techniques for the handling and transportation of samples and specimens used in a laboratory. Knowledge of the sanitation and sterilization methods, techniques and procedures followed in a chemical laboratory. Ability to analyze and determine the applicability of chemical test data, to draw conclusions and make appropriate recommendations. Ability to read and interpret such documents as test results and technical manuals. Ability to give oral and written instructions in a precise, understandable manner. Ability to make effective oral presentations.  |                                       |                         |

8. QUALIFICATIONS ACQUIRED ON JOB:

9. MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional or technical experience in the field of chemistry, or (B) any equivalent combination of the required experience and the substitutions below.  
SUBSTITUTIONS: A Bachelor's degree with a major in chemistry or biochemistry may be substituted for a maximum of two years of the required experience.\* A Graduate degree with a major in chemistry or biochemistry may be substituted for the required experience.\* \*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:

11. REMARKS:

Signature of Appointing Authority

Title



Agency

Prepared By

ELO Initials of Incumbent

01-02-02 Date

Initials of Supervisor

Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.